



Nevada Secretary of State

Statewide Voter Registration List – Create Report (detailed)

Updated 9/9/2019

Now that you have created an Online Services account you can begin creating your own customized reports. Please note that ALL Statewide Voter Registration List reports are available free of charge and that voter registration history only tracks the method by which a voter casts their ballot, if any. The selections a voter made on their ballot are not tracked. The Statewide Voter Registration List is not static data that you can simply log in and view, you must create and run reports which are then emailed to you. To create a report follow these instructions:

1. Log into your account.

Login

Nevada Secretary of State Online Services

Login for access to the following services:

- Document Preparation Service ***New**
- Commercial Registered Agent Tools
- Bulk Data Download
- NV SOS Trust Account
- Nevada Ministers Database
- Notary Class / Notary Address Change

[More Info?](#)

PLEASE NOTE: Commercial Recordings & State Business License filings available via Nevada's Business Portal - www.nvsilverflume.gov

Note: UCC Services not available via this login; please [click here for UCC Services](#).

[Create an account](#)

Or

Sign in to your existing account:

email:

password:

[Login](#)

[Forgot your password?](#)

NOTE: This website has been tested to work with the latest versions of Google Chrome, Microsoft Internet Explorer and Mozilla Firefox.

2. Click the “My Data Reports” tab.

My Data Reports Commercial Recordings My Trust Accounts Licensing My Profile Logout

My Data Reports Commercial Recordings My Trust Accounts Licensing My Profile

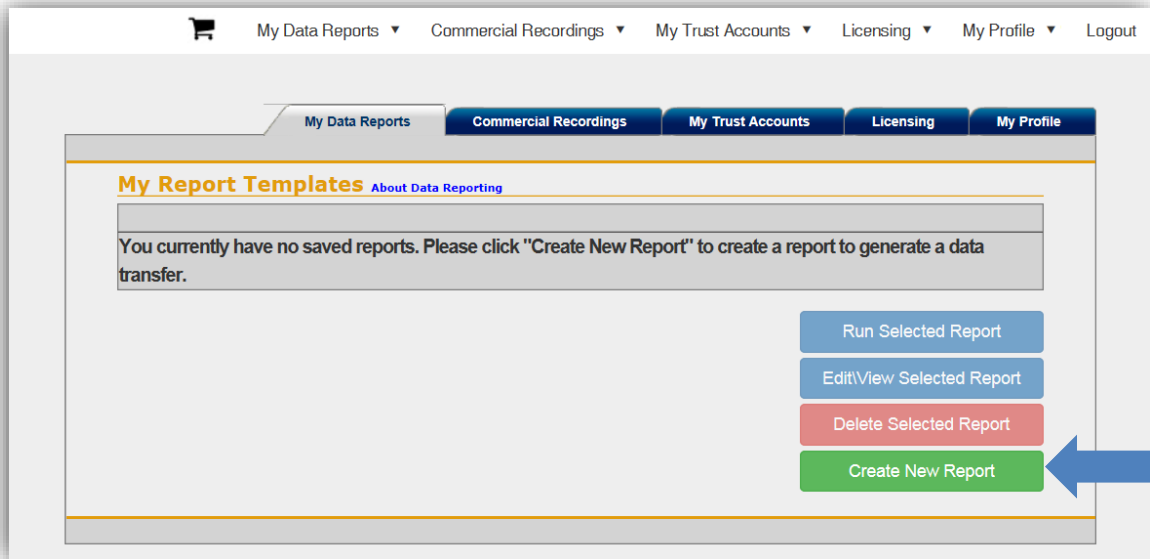
My Dashboard

- Commercial Registered Agent Tools
- Bulk Data Download
- NV SOS Trust Account Administration
- Notary Training / Notary Address Change

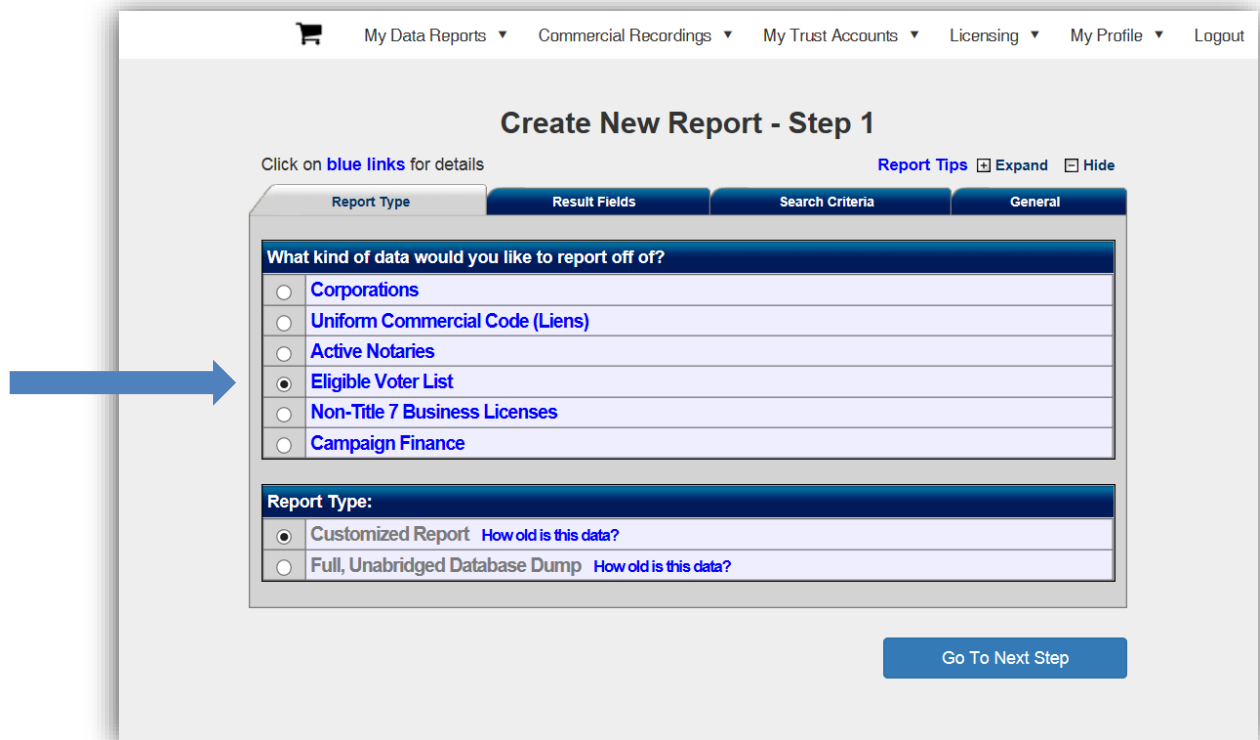
Manage My Profile

- Edit Contact Information
- Change Password
- Edit Security Questions
- Edit Saved Credit Card Info
- Edit Saved Trust Accounts

3. Click “Create New Report.”

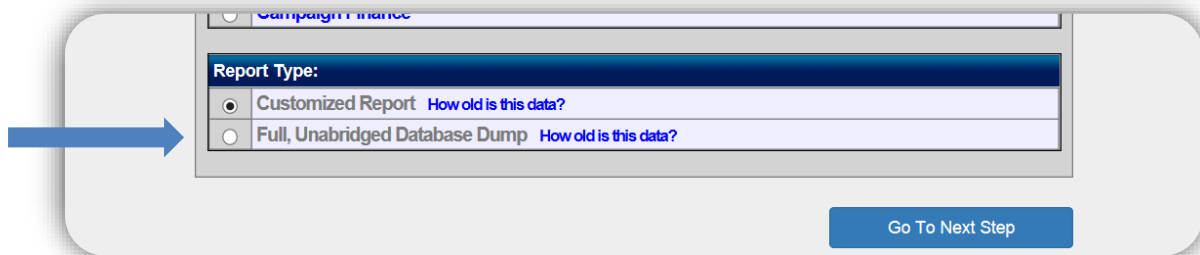


4. Select "Eligible Voter List."



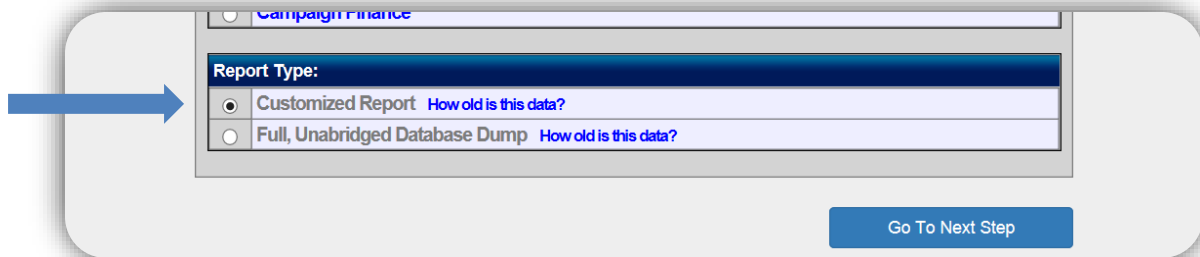
NOTE: You may click any [blue links](#) in the reports tab for more detailed information about that item.

5. To download the entire Statewide Voter Registration List without any information omitted select “Full, Unabridged Database Dump” under “Report Type.”



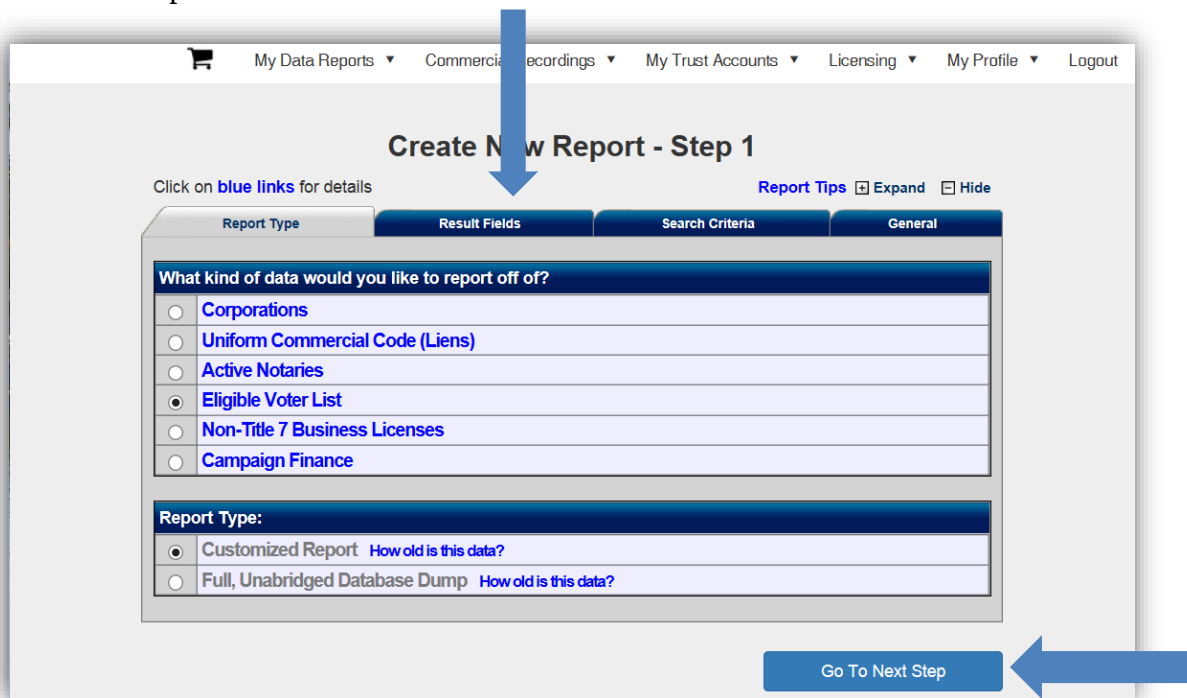
The screenshot shows a web form titled "Report Type:" with two radio button options. The first option is "Customized Report" with a link "How old is this data?". The second option is "Full, Unabridged Database Dump" with a link "How old is this data?". A blue arrow points to the second option. Below the options is a blue button labeled "Go To Next Step".

6. To run a customized report with only specific search criteria and result fields leave “Report Type” marked as “Customized Report.” (These instructions will explain creating a custom report.)



The screenshot shows the same "Report Type:" form as in step 5. A blue arrow points to the "Customized Report" radio button. The "Go To Next Step" button is visible at the bottom right.

7. Click “Go to next step” or the “Result Fields” tab.



The screenshot shows the "Create New Report - Step 1" interface. At the top, there is a navigation bar with links: "My Data Reports", "Commercial Recordings", "My Trust Accounts", "Licensing", "My Profile", and "Logout". Below the navigation bar, there is a section titled "Create New Report - Step 1" with a sub-header "Click on blue links for details". To the right of this section are links for "Report Tips", "Expand", and "Hide". Below the sub-header, there are four tabs: "Report Type", "Result Fields", "Search Criteria", and "General". The "Result Fields" tab is selected. Below the tabs, there is a form titled "What kind of data would you like to report off of?" with six radio button options: "Corporations", "Uniform Commercial Code (Liens)", "Active Notaries", "Eligible Voter List", "Non-Title 7 Business Licenses", and "Campaign Finance". The "Eligible Voter List" option is selected. Below this form is another "Report Type:" form with two radio button options: "Customized Report" and "Full, Unabridged Database Dump". The "Customized Report" option is selected. At the bottom right of the page is a blue button labeled "Go To Next Step". A blue arrow points to the "Result Fields" tab, and another blue arrow points to the "Go To Next Step" button.

8. Use the “Result Fields” tab to select specific fields **you want displayed in the report**, such as a registered voter’s name, address, county of residence, etc.

Create New Report - Step 2 of 4

Click on [blue links](#) for details Report Tips ☐ Expand ☐ Hide

Report Type **Result Fields** Search Criteria General

Select which fields are to be included in your report:

☐ Eligible Voters

☐ Address 1	☐ Address 2
☐ Assembly District	☐ Birth Date
☐ City	☐ Congressional District
☐ County	☐ County Status
☐ County Voter ID	☐ Education District
☐ First Name	☐ ID Required
☐ Last Name	☐ Middle Name
☐ Party	☐ Phone
☐ Regent District	☐ Registered Precinct
☐ Registration Date	☐ Senate District
☐ State	☐ Suffix
☐ Zip	

☐ Voter History

☐ Election Date	☐ Vote Code
--	------------------------------------

Select All

Example: Run a report to find all of the registered Democrats and Republicans in Clark County. To get their name, political party, address and phone number select the following options: “Address, City, First Name, Last Name, Party, State, Zip, Phone,” etc.

Create New Report - Step 2 of 4

Click on [blue links](#) for details Report Tips ☐ Expand ☐ Hide

Report Type **Result Fields** Search Criteria General

Select which fields are to be included in your report:

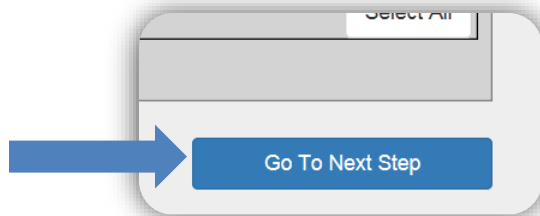
☐ Eligible Voters

☒ Address 1	☐ Address 2
☐ Assembly District	☐ Birth Date
☒ City	☐ Congressional District
☐ County	☐ County Status
☐ County Voter ID	☐ Education District
☒ First Name	☐ ID Required
☒ Last Name	☐ Middle Name
☒ Party	☒ Phone
☐ Regent District	☐ Registered Precinct
☐ Registration Date	☐ Senate District
☒ State	☐ Suffix
☒ Zip	

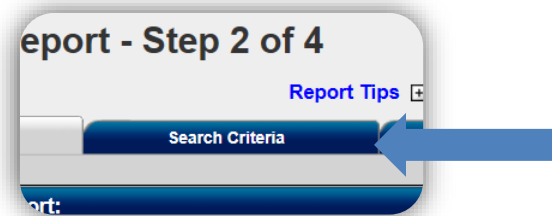
☐ Voter History

☐ Election Date	☐ Vote Code
--	------------------------------------

9. Click “Go to next step” or the “Search Criteria” tab.



OR

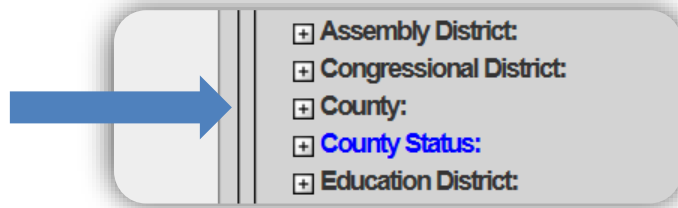


10. The “Search Criteria” tab is where you select all of the **parameters you want to search by**. Not selecting anything on this screen would search for all registered voters in the entire state of Nevada.

A screenshot of the "Create New Report - Step 3 of 4" interface. The "Search Criteria" tab is selected and circled in red. The interface shows a list of search criteria under the heading "Search Criteria: (Optional)". The criteria are grouped into "Eligible Voters" and "Voter History". Under "Eligible Voters", there are checkboxes for Birth Date, Registration Date (marked with a red asterisk), Assembly District, Congressional District, County, County Status, Education District, Party, Regent District, Senate District, and Precinct. Under "Voter History", there are checkboxes for Election Date and Vote Code. A blue "Go To Next Step" button is at the bottom right. A red circle highlights the "Search Criteria" tab in the top navigation bar.

Example: To identify the Democrats and Republicans in Clark County select the “County” and “Party fields.”

11. Select the “+” sign next to “County” to expand the county options.

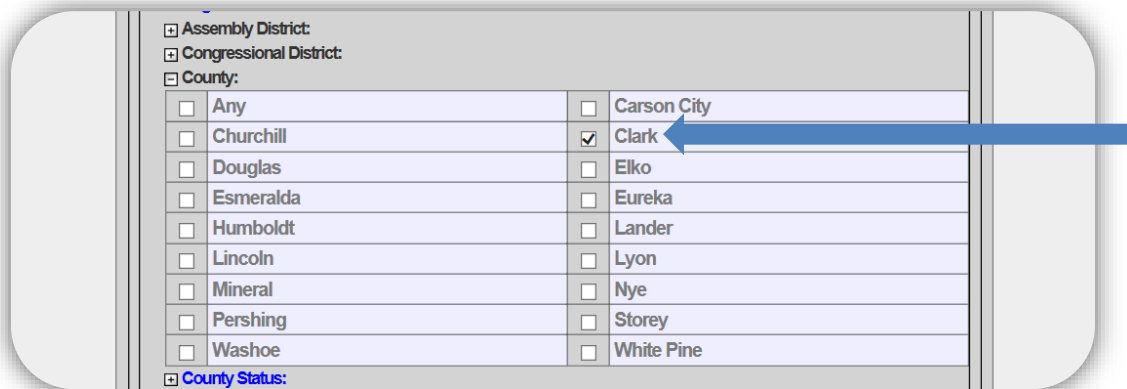


A screenshot of a report filter menu. A blue arrow points to the 'County Status' option, which is highlighted in blue. The menu includes the following options:

- + Assembly District:
- + Congressional District:
- + County:
- + **County Status:**
- + Education District:

12. Select the desired counties.

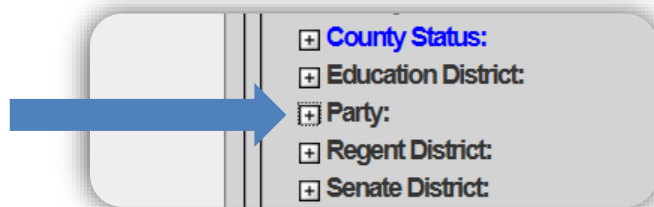
Example: Select “Clark.”



A screenshot of a report filter menu showing a list of counties. A blue arrow points to the 'Clark' option, which is selected with a checkmark. The menu includes the following options:

- + Assembly District:
- + Congressional District:
- + County:
- ☐ Any
- ☐ Churchill
- ☐ Douglas
- ☐ Esmeralda
- ☐ Humboldt
- ☐ Lincoln
- ☐ Mineral
- ☐ Pershing
- ☐ Washoe
- ☐ Carson City
- ☒ Clark
- ☐ Elko
- ☐ Eureka
- ☐ Lander
- ☐ Lyon
- ☐ Nye
- ☐ Storey
- ☐ White Pine
- + **County Status:**

13. Select the “+” sign next to “Party” to expand the party options.



A screenshot of a report filter menu. A blue arrow points to the '+' sign next to the 'Party' option, which is highlighted in blue. The menu includes the following options:

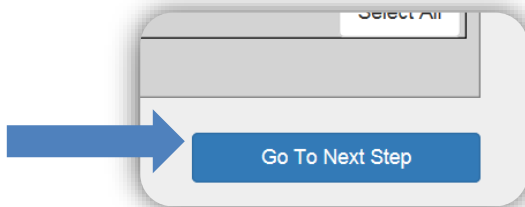
- + **County Status:**
- + Education District:
- + **Party:**
- + Regent District:
- + Senate District:

14. Select the desired parties.

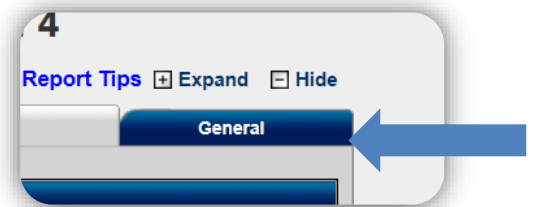
Example: Select “Democrat” and “Republican.”

☐ Washoe	☐ White Pine
County Status:	
Education District:	
Party:	
☐ Any	☒ Democrat
☐ Green Party	☐ Independent American Party
☐ Libertarian Party	☐ Natural Law Party
☐ Non-Partisan	☐ Not Provided
☐ Other (All Others)	☒ Republican
Regent District:	
Senate District:	

15. Click “Go to next step” or the “General” tab.



OR



16. On the “General” tab select which file format you would like your report to be written as (this example will show selecting CSV which will use Microsoft Excel to open).

Create New Report - Step 4 of 4

Click on [blue links](#) for details Report Tips ☐ Expand ☐ Hide

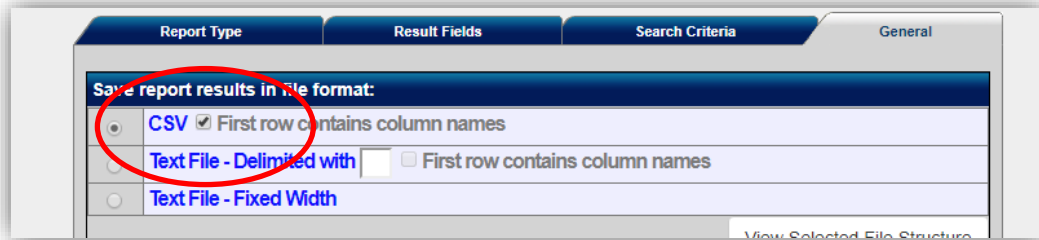
Report Type **Result Fields** **Search Criteria** **General**

Save report results in file format:

- ☒ **CSV** ☐ First row contains column names
- ☐ **Text File - Delimited with** ☐ First row contains column names
- ☐ **Text File - Fixed Width**

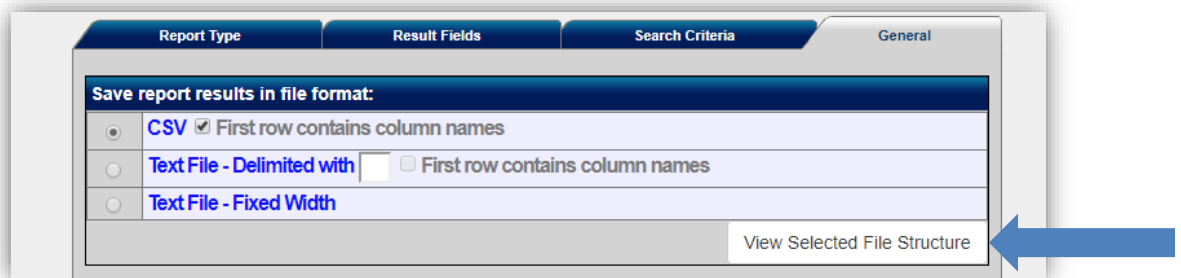
[View Selected File Structure](#)

17. To include column headers select the box “First row contains column names.” (File names only available for CSV and Text File – Delimited formats.)



The screenshot shows a software interface with four tabs: 'Report Type', 'Result Fields', 'Search Criteria', and 'General'. The 'General' tab is active. Below the tabs is a section titled 'Save report results in file format:'. It contains three radio button options: 'CSV', 'Text File - Delimited with', and 'Text File - Fixed Width'. The 'CSV' option is selected and circled in red. To the right of the 'CSV' option is a checked checkbox labeled 'First row contains column names'. Below the 'Text File - Delimited with' option is an unchecked checkbox with the same label. A 'View Selected File Structure' button is visible at the bottom right of the section.

18. If running a report for vote history it is also helpful to select “View Selected File Structure.”



This screenshot is identical to the one above, showing the 'Save report results in file format' section with 'CSV' selected. A blue arrow points from the right side of the image to the 'View Selected File Structure' button at the bottom right of the section.

19. In this example the report will be a CSV file so it will show which column of the Excel workbook each piece of information will be in. The “Report Format” here shows that the Voter ID will be the 1st sequence of data, meaning in the 1st column of the Excel workbook; the voter’s First Name will be the 2nd sequence of data in the workbook, meaning it will be in the 2nd column and so on, ending with the Party being in the 9th column of the workbook. You can select “Data Type” for more information on how the data will be formatted.

File Format - Secretary of State, Nevada - Internet Explorer
https://nvsos.gov/SoSServices/DataDownload/ReportFormat.aspx?FileTypeID=5&Delim=

Report Format for Report "Dems and Reps in Clark County"

Your report will generate 2 "," delimited ASCII text file(s) compressed into one Zip file named in the format "VoterList.38353.<Today's Date>.zip". Any field capable of containing a non-numeric character (data types char, varchar, or datetime), will be enclosed in double quotes (") so that if the field contains your delimiter you may identify it as being contained within the field and not an actual delimiter. Any double quotes contained within these fields will be replaced by 2 consecutive double quotes (") so that the end of the field's data is not erroneously identified. Below you will find the format of each file:

1) Eligible Voters Results
File Name Format: "VoterList.ElgbVtr.38353.<Today's Date>.csv"

Field Name	Data Type	Sequence
VoterID (Primary Key)	int	1
First Name	varchar (33)	2
Last Name	varchar (33)	3
Address 1	varchar (100)	4
City	varchar (50)	5
State	varchar (2)	6
Zip	varchar (12)	7
Phone	varchar (24)	8
Party	varchar (50)	9

Column number in
Excel workbook

NOTE: Every report you create will automatically assign each voter on the list a VoterID, which is just a random sequence of numbers for identifying purposes, whether you choose to or not.

20. **It is highly recommended** to print and save this Report Format information for referencing back to while reviewing your report. Close the report when you are finished.

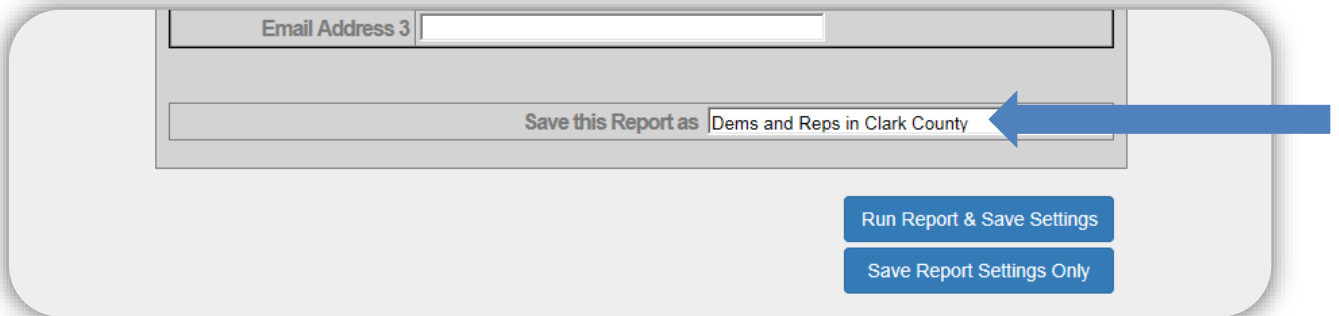
21. After viewing the File Structure you can also add up to three additional email addresses you would like the report to be sent to – this makes sharing information with others in your organization much easier.

Include in any email transactions: (Optional) [Help?](#)

Email Address 1	
Email Address 2	
Email Address 3	

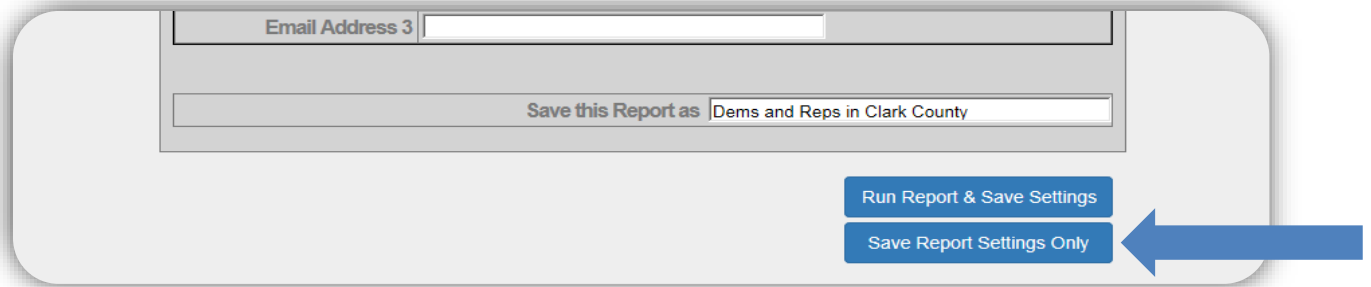
Save this Report as

22. In the “Save this Report as” box, enter a title for this report. In this example we will call the report “Dems and Reps in Clark County.”



The screenshot shows a form with a label "Email Address 3" and an empty input field. Below it is a label "Save this Report as" followed by an input field containing the text "Dems and Reps in Clark County". A blue arrow points to this input field. At the bottom right, there are two buttons: "Run Report & Save Settings" and "Save Report Settings Only".

23. If you would like to stop working on this report for now without running it, click “Save Report Settings Only.” If you are ready to run your report now click “Run Report & Save Settings.”



The screenshot shows the same form as above. The "Save this Report as" field still contains "Dems and Reps in Clark County". A blue arrow points to the "Save Report Settings Only" button at the bottom right.

24. Review your report settings – if you would like to make any changes, click “Re-Edit Report Parameters.”

Eligible Voters

County:

☒ Clark

Party:

☒ Democrat ☒ Republican

Save report results in file format:

☒ CSV

[View Selected File Structure](#)

Cost Analysis:

Primary Custom Report Fee	\$ 0.00
Total number of records returned	812,231

Terms and Conditions:

All registration information requested must only be used for the purposes authorized by local, state and/or federal laws and regulations. Additionally, any political party, any political party committee member or candidate requesting such information, who receives information requested on this form free of charge, is prohibited by NRS 293.441 from using such information for purposes not related to an election and from selling such information for any reason.

By submitting the Request for List of Registered Voters, all users acknowledge that any improper use of the information compiled in the statewide voter registration database may constitute a felony pursuant to NRS 239.330.

All Reports generated will reflect voter registration data captured and maintained by the respective counties. Maintenance on all voter registration data is conducted at the county level and is therefore subject to the individual county procedures. All inquiries regarding specific voter registration data should be directed to the respective county registrar/clerk.

If any questions arise regarding particular registration dates in regards to specific individuals, please contact the respective county clerk/registrar for clarification. It is possible that the registration date shown may not reflect the individual's original registration date in Nevada due to relocation between counties and other updates to voter registration records.

THE NEVADA SECRETARY OF STATE RETAINS FULL AUTHORITY IN GRANTING, DENYING OR REVOKING ACCESS AT ANY TIME, IN ACCORDANCE WITH APPLICABLE LOCAL, STATE AND FEDERAL LAWS AND REGULATIONS.

☐ I agree to these terms and conditions

[Run This Report Now](#)

[Add Report to Shopping Cart](#)

[Re-Edit Report Parameters](#)

25. If you are ready to run your report, you **MUST** select the box to agree to the terms and conditions, then click “Run This Report Now” and you will be taken back to the “My Data Reports” tab.

If any questions arise regarding particular registration dates in regards to specific individuals, please contact the respective county clerk/registrar for clarification. It is possible that the registration date shown may not reflect the individual's original registration date in Nevada due to relocation between counties and other updates to voter registration records.

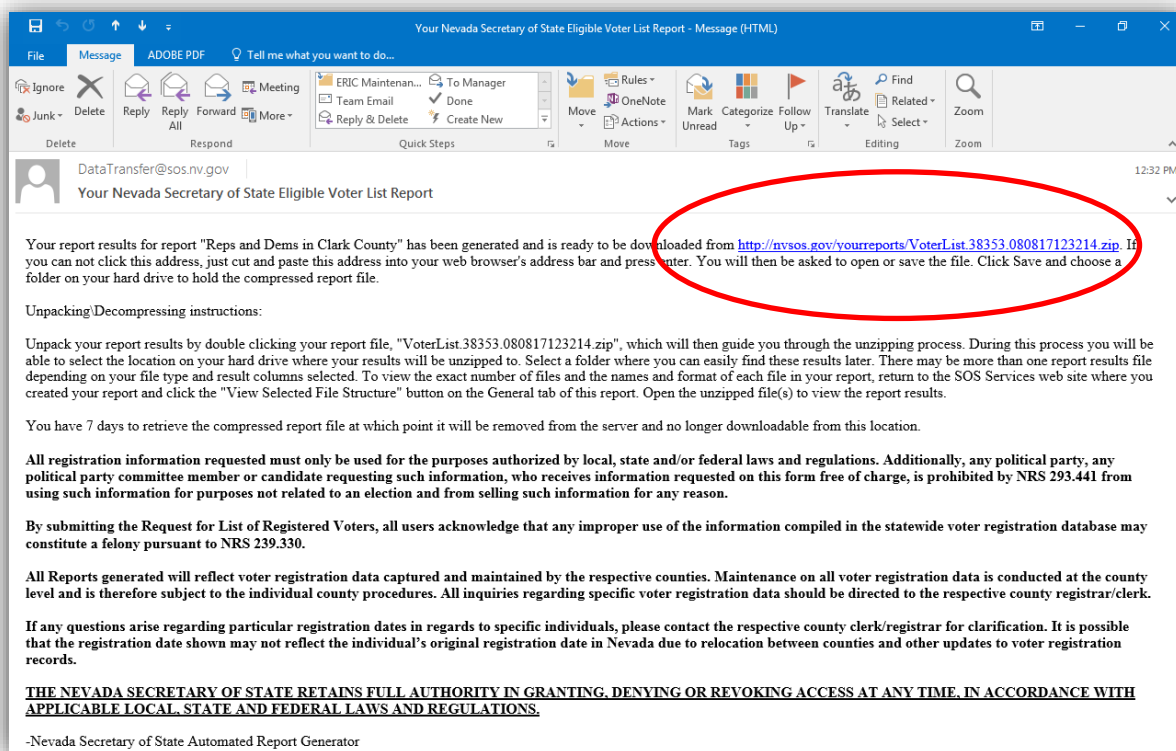
THE NEVADA SECRETARY OF STATE RETAINS FULL AUTHORITY IN GRANTING, DENYING OR REVOKING ACCESS AT ANY TIME, IN ACCORDANCE WITH APPLICABLE LOCAL, STATE AND FEDERAL LAWS AND REGULATIONS.

☒ I agree to these terms and conditions

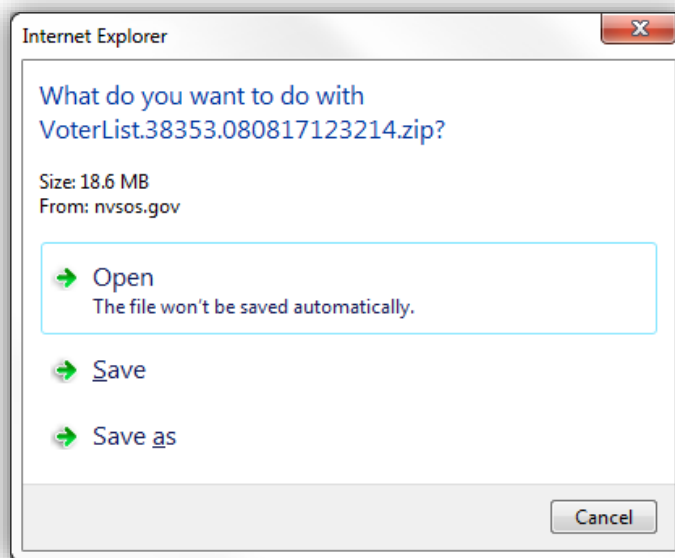
[Run This Report Now](#)

[Add Report to Shopping Cart](#)

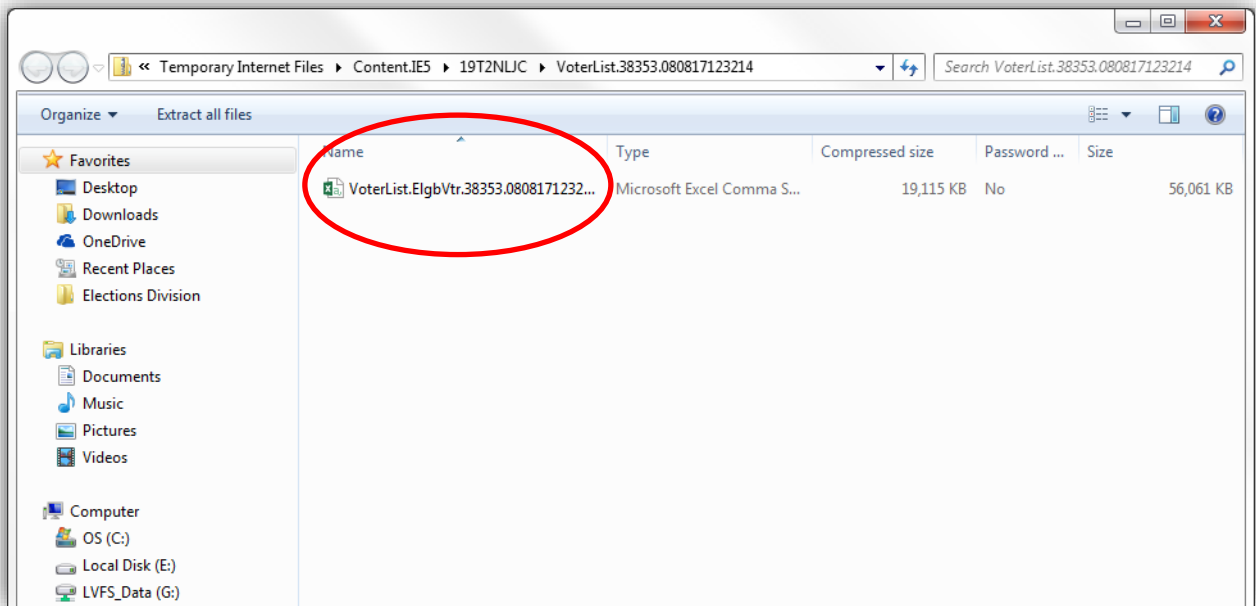
26. You will then receive an email from DataTransfer@sos.nv.gov, usually within a few seconds, though the larger your report is the longer it will take for your report to be emailed. Be sure to check your Junk and Spam folders.



27. Click the link in the email and a new window appears prompting you to open the file:



28. Select to Open the file and a new Windows Explorer screen appears:

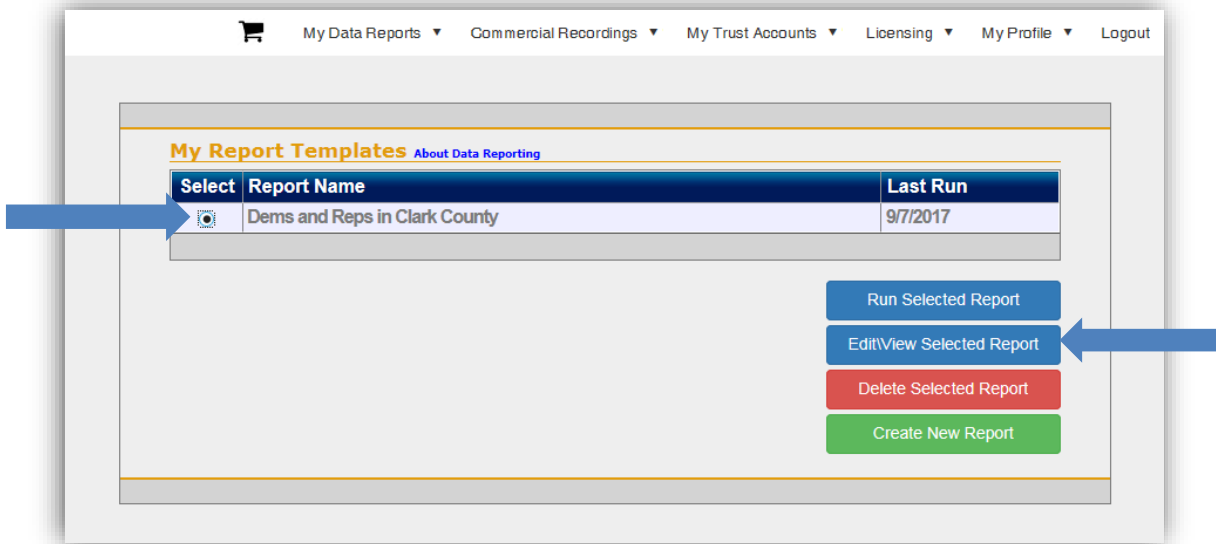


29. From here you may open, rename and/or save the file. In this example, opening the file your report will look like this:

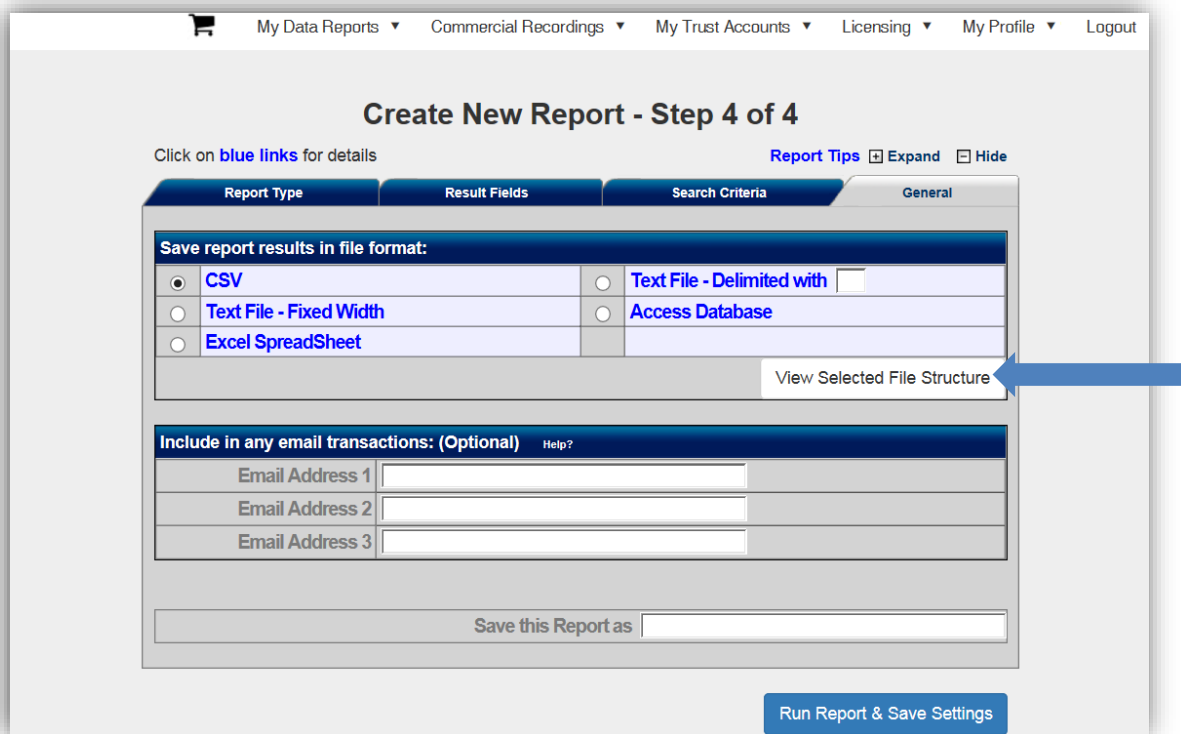
	A	B	C	D	E	F	G	H	I
1	17	VANESSA	BLYE	118 MOUNT OXFORD AVE	LAS VEGAS	NV	89166	7022223326	Republican
2	48	JAIME	PRINCE	656 SILVER SPRUCE DR	LAS VEGAS	NV	89156		Democrat
3	70	FREDRICK	ODELL	386 PIMA LN	LAS VEGAS	NV	89169	7025554349	Democrat
4	75	APRIL	CONN	12 SUMMERWOOD CIR	HENDERSON	NV	89012	7028587777-PDC	Republican
5	118	ANGELA	SANTOS	15250 PINWHEEL ST	OVERTON	NV	89040	7021112743	Democrat
6	119	VERNA	MARSHALL	57 CLIFF POINT CT	LAS VEGAS	NV	89149		Republican
7	150	AURORA	JACOBS	375 ROUND STONE CT	LAS VEGAS	NV	89245	7024441901	Republican
8	162	KRISTA	SAHIN	663 OTONO DR	BOULDER CITY	NV	89005		Republican
9	193	STEWART	VADER	415 FLAMINGO CREST DR UNIT 9	LAS VEGAS	NV	89121	7023695555	Democrat
10	199	ROBERT	DIEP	49422 PINE TRACE CT	HENDERSON	NV	89012		Republican

NOTE: Some voters will have “PDC” after their phone number – this means they are on [Nevada’s Please Don’t Call list](#). Some voters will not have a phone number or address as they have requested for these to be withheld from the public. This request can be made by contacting your [county clerk](#).

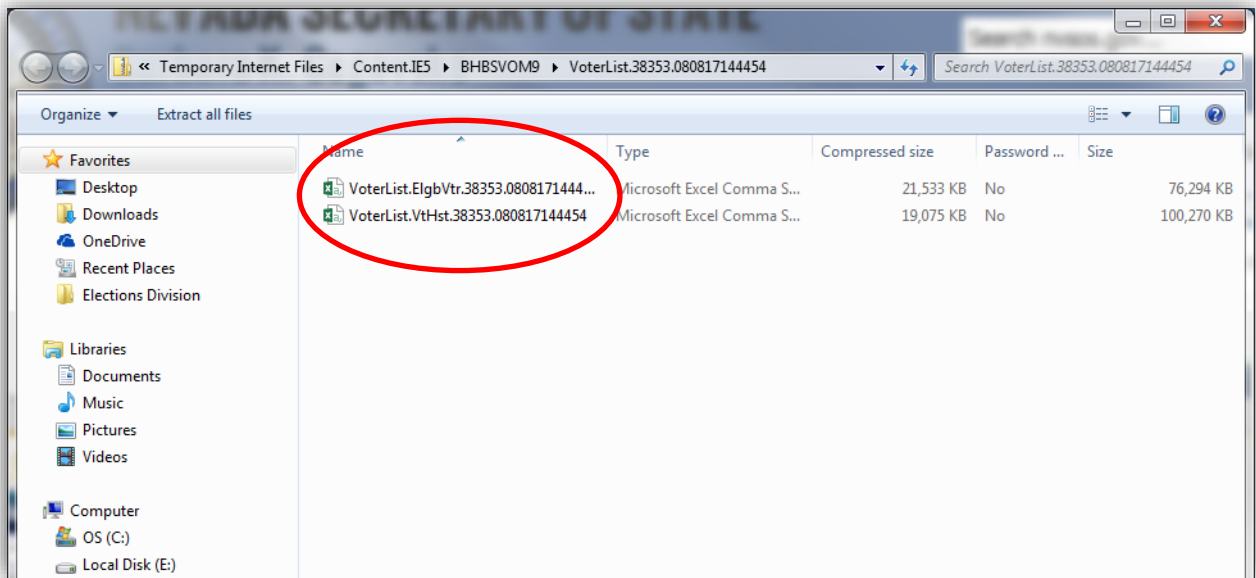
30. If you would like to alter your report search criteria or result fields, simply return to the “My Data Reports” tab, select the report you would like to edit and click “Edit/View Selected Report.”



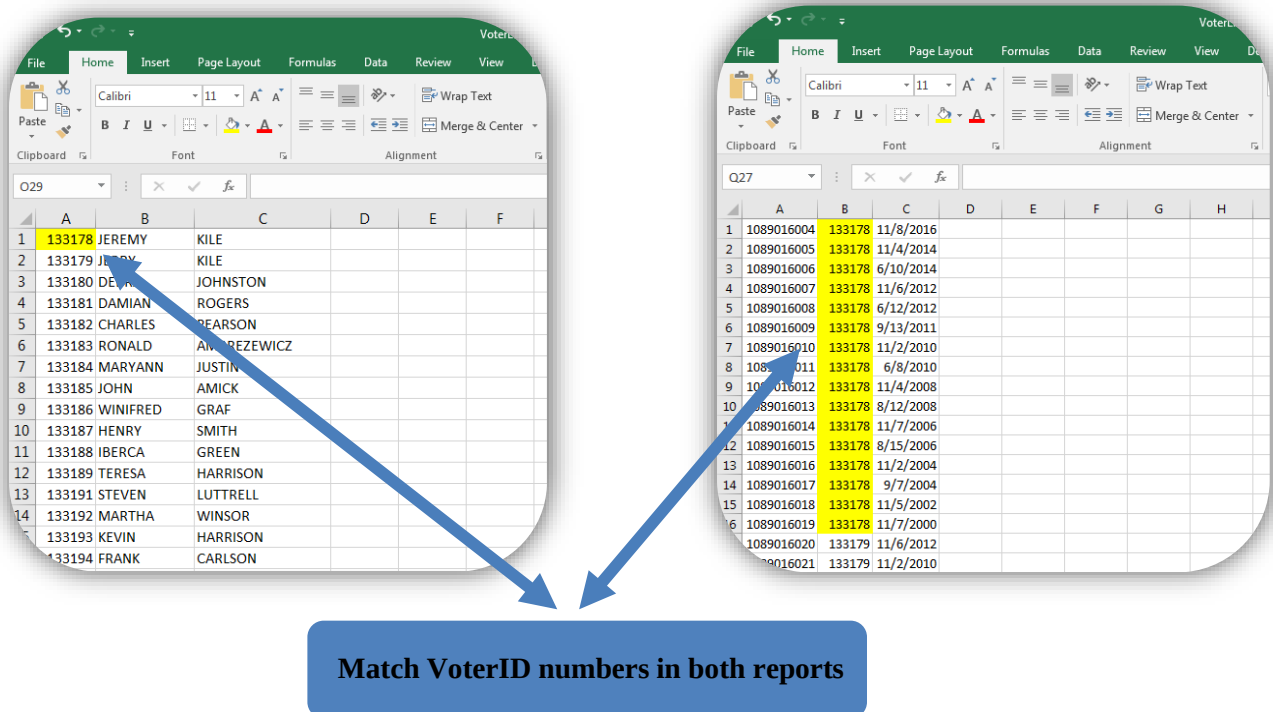
NOTE: Whenever you change any of the result fields or file format type, the file structure (column header key) **will no longer be valid** and you will need to view, print, or save the file structure again.



NOTE: If you run a report to see voters' election participation history, you will be sent TWO reports; one that has the voters and one that has the elections they participated in.



Open both reports and match the VoterID in each report:



NOTE: Some voters might have no vote history since they are newly registered and have not yet voted in Nevada.